



Date: February 1, 2015

To: Summer Food Service Program or National School Lunch Program (NSLP) Seamless Summer Option Sponsors

From: Julie McCord, Program Specialist, Child and Adult Nutrition Services

RE: Instructions for web-based applications

Applications for the Summer Food Service Program (SFSP) and Seamless Summer Option (SSO) will be collected through a web-based application. The web-based system is called iCAN. In order to start the summer agreement you must start with emailing julie.mccord@state.sd.us and request the New User and Sponsor Profile forms if you are a new sponsor and are not currently on any other Child Nutrition Program with the South Dakota Department of Education Child and Adult Nutrition Services. If you are an existing iCAN user, to apply for the summer feeding programs, you must contact Child and Adult Nutrition Services at (605) 773-3413 to request access to the web-site. If you have a current application with the Child and Adult Nutrition Services office, you should have access to this site already but, we will need a new user form with the information to modify your ability to access the areas you will need to complete the iCAN agreement for the program of your choice. If you have any issues, please contact the CANS office at the same number. Your call will be directed to someone who can help you to gain access to this system when it is ready to accept summer applications.

The iCAN website is found at: <https://ican.sd.gov/ICAN/Splash.aspx>. The summer program agreements and instructions will be coming later this spring with a user manual that is still under development. Register for the 2015 summer trainings and attend the webinars to learn about the iCAN online application process and any program updates. Please complete the registration http://doe.sd.gov/cans/documents/Summer_15.pdf for the state agency trainings.

The 2015 handbooks are online. The new changes will be highlighted in yellow. All changes are called USDA policy memorandums and are published on the USDA Policy Memo link on the summer website or at <http://www.fns.usda.gov/sfsp/policy>. If you are returning please review all memorandums released in the fall of 2014 in addition to those released in 2015.

All agreements, either renewal or new, will be entered in the online iCAN computer operating system by April 9, 2015. NSLP-SSO and SFSP applications must be approved before the summer feeding begins. In addition, the SFSP also requires the training of administrative and operational staff that you will be conducting must be completed before your summer feeding program begins. Claims for reimbursement will not be processed until Child and Adult Nutrition Services has received documentation of training for site personnel for SFSP. The claims will be submitted online in the iCAN system.

Child and Adult Nutrition Services – DOE
Website: <http://doe.sd.gov/cans/index.aspx>
This agency is an equal opportunity provider.

Copies of publicized public releases from local newspapers i.e., and any other evidence are required as part of review documentation; therefore, plan to collect this information throughout the year. SFAs are required to advertise any summer feeding sites in the community, even those they are not sponsoring. Keep documentation for proof for the new NSLP Administrative Review, collect copies of e-communication postings or other ways the message was delivered to families about the summer feeding programs offered.

The health inspection letter submitted should be on your letterhead addressed to the appropriate address. The tribal organizations should be sending it to the local Indian Health Services inspector, Sioux Falls to the city of Sioux Falls Health Department, all others can send to the South Dakota Department of Health as listed on the prototype which will be found on downloadable forms in iCAN.

As in the past, private institutions must be tax-exempt under section 501(c) 3 of the Internal Revenue Code of 1954 as amended. Any new private, nonprofit sponsors must submit a copy of the IRS letter granting this tax exemption. All institutions must demonstrate adequate administrative and financial responsibility to manage an effective food service at sites that serve needy areas. Sponsors must also provide a year-round public service to the area in which they intend to provide the summer program. Sponsors that offered the program in prior years must have a satisfactory performance record or they will not be accepted. Tribes may be sponsors for their government districts. Individual Tribal Government Districts may not be sponsors.

The Justice for All posters should be in each dining/service area visible to the patrons (children and/or parents). Replacement posters are available at <http://www.fns.usda.gov/sites/default/files/475C.pdf>

It is recommended that a SFSP notebook be created for each year of operation of the program. A copy of relevant information must also be forwarded to the appropriate person within the sponsoring organization. Relevant SFSP information which should be in a SFSP notebook includes:

- Summer Food Service Program Federal Regulations
- Administrative Guidance for Sponsors
- Nutrition Guidance for Sponsors
- Monitor's Guide
- Site Supervisor's Guide
- Sample Worksheets
- **Permanent Application/Agreement from 2011 or year you started since 2011**
- **Copy of Public Releases as they appear in newspapers, etc.**
- Menu and Production Records
- Meal Count Sheets
- Grains/Bread Chart
- Income Eligibility Guidelines (for camps and enrolled sites)
- SFSP Meal Pattern Requirements
- Monitor's Review Reports
- Training Documentation and sample worksheets used
- Contracts (if applicable)

We look forward to working with you again this year. If you would like additional information, please call Julie McCord at 773-3110 or e-mail julie.mccord@state.sd.us.

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For your records:

(Place the date beside the item when it was completed.)

All Sponsors:

_____	All completed new online agreement and submitted to State Agency/CANS online.
_____	Register site with National Hunger Hotline – WhyHunger/Nourishing Change 1.866.348.6479 or http://www.whyhunger.org/findfood

Sponsors with Financial Changes

_____	Substitute W-9 / Taxpayer Identification Number (TIN) Verification. <i>Please fax this form to CANS at (605) 773-6139 and not the number on the form.</i>
_____	Tax-exemption status with IRS is current. The State Agency is required to review the latest IRS Automatic Revocation of Exemption List and will not approve applicant or find renewing sponsor seriously deficient and will terminate sponsor if not resolved within policy requirements.